

CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD



ASSOCIATE BUSINESS MANAGEMENT ANALYST PROMOTIONAL EXAMINATION

7HS26

EXAMINATION TYPE

This is a **Departmental Promotional Examination** for: **California Unemployment Insurance Appeals Board**. Applicants must have a permanent civil service appointment with the California Unemployment Insurance Appeals Board as of the final filing date to compete in this examination.

FINAL FILING DATE: JUNE 15, 2007

Applications (Form 678) must be postmarked no later than the filing date. Applications postmarked after the filing date will not be accepted for any reason. How to Apply: Applicants may submit applications in person or by mail to:

California Unemployment Insurance Appeals Board, Administrative Services, Examination Unit
2400 Venture Oaks Way, Ste. 400, Sacramento CA 95833

DO "NOT" SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted about specific arrangements.

Salary Range: \$4255 - \$5172

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00 %

It is anticipated that interviews will be held during July 2007.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION NOTE: All applicants must meet the education and/or experience requirements by JUNE 15, 2007, the final filing date. **It is the responsibility of all applicants to provide complete and detailed** descriptions of qualifying experience to substantiate minimum qualifications. This information is critical in determining acceptance into any examination.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Six months of experience performing the duties of a Business Service Officer II (Specialist or Supervisor).

Or II

One year of experience performing the duties of (1) a Staff Services Analyst, Range C, or (2) a Business Service Officer I (Specialist or Supervisor). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical business services work.)

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SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Or III

Three years of progressively responsible analytical experience above the Trainee level in business or administrative services, budget, or management systems analysis, one year of which shall have included responsibility for conducting detailed analysis requiring the preparation and submission of findings with recommendations. (Experience in the California state service applied toward this requirement must include one year performing analytical duties of a class comparable in level of responsibility to that of Staff Services Analyst, Range C.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

POSITION DESCRIPTION

An Associate Business Management Analyst, under direction, independently performs the more difficult, responsible and complex technical and analytical work in a business and administrative services area. Perform analytical duties relating to budgeting, contracts, facilities planning and acquisition, building management and administrative analysis requiring technical knowledge of business services functions. Incumbent may act as lead for lower level business services staff.

Positions exist with the Unemployment Insurance Appeals Board.

ELIGIBLE LIST AND EXAM INFORMATION: A departmental promotional eligible list will be established for the Unemployment Insurance Appeals Board. The list may be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Candidate's will only be notified of a change if prior to 12 months from list date.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Panel Interview (QAP) that will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel evaluates the candidate's responses to each of the questions using a predetermined rating scale and predetermined scoring criteria. This testing component measures the following knowledge, and abilities:

SCOPE:

A. Knowledge of: <ol style="list-style-type: none"> 1. Analysis methods. 2. Principles and practices of governmental budgeting. 3. Principles of public and business administration. 4. Principles of organization and management. 5. Principles and practices of policy formulation, property acquisition and management, contract administration, specification writing, financial record keeping, office layout, purchasing, building management, and personnel management and supervision. 	B. Ability to: <ol style="list-style-type: none"> 1. Analyze situations and problems accurately and take effective course of action. 2. Establish and maintain effective working relations with those contacted in the course of the work. 3. Speak and write effectively. 4. Interpret and apply laws, rules, standards, and procedures. 5. Successfully negotiate agreements. 6. Estimate future needs and cost of equipment, supplies and services, and prepare budgetary data on such needs. 7. Plan and direct the work of others. <p>VETERANS PREFERENCE: Credit is not granted in promotional examinations.</p>
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QUALIFICATIONS APPRAISAL PANEL INTERVIEW WEIGHTED 100%

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. On your application (in the area numbered 4C) or an attachment, clearly indicate the names, titles and present organizations of your supervisors during the last five years, giving dates with the most recent supervisor first.

GENERAL INFORMATION

It is the Candidate's responsibility to contact the CUIAB, Admin. Services, 2400 Venture Oaks Way, 4th Floor, Ste. 400, Sacramento, CA at (916) 263-3449 or CALNET 8-435-3449 three days prior to the written test date if he/she has not received his/her notice. (Not Applicable)

For an examination without a written feature it is the candidate's responsibility to contact the UIAB, Admin. Services, 2400 Venture Oaks Way, 4th Floor, Suite 400, Sacramento, CA 95833 at (916) 263-3449 or CALNET 8-435-3449 ___ three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. Three rules may be reviewed at departmental personnel offices or at the information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalent: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DTP (Rev. 10/86)

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Administrative Services 2400 Venture Oaks Way, 4th Floor, Suite 400, Sacramento, CA 95833 (916) 263-3449

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California relay (Telephone) Service for the Deaf or Hearing-Impaired:

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922